



## Northeast Temperate Network Standard Operating Procedures

### Network Web Development Checklist

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Version: 1.0

Old Version #	Date of Version	Name	Link	Changes Made	Reason	New Version #
1.0			<a href="#">X</a>			

Name of Person Conducting Compliance Review: \_\_\_\_\_

Name of Page or Web Site being Reviewed: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Checklist No.	Description	Link	Source	Compliance Certified		
				Yes	No	N/A
Priority 1 (Mandatory)						
General						
1	1.1 Provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content). This includes: images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ascii art, frames, scripts, images used as list bullets, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video. (See Checklist No. 13, below for specific NPS requirements)	<a href="#">1.1</a>	<a href="#">W3C</a>			
2	2.1 Ensure that all information conveyed with color is also available without color, for example from context or markup.	<a href="#">2.1</a>	<a href="#">W3C</a>			
3	4.1 Clearly identify changes in the natural language of a document's text and any text equivalents (e.g., captions).	<a href="#">4.1</a>	<a href="#">W3C</a>			
4	6.1 Organize documents so they may be read without style sheets. For example, when an HTML document is rendered without associated style sheets, it must still be possible to read the document.	<a href="#">6.1</a>	<a href="#">W3C</a>			
5	6.2 Ensure that equivalents for dynamic content are updated when the dynamic content changes.	<a href="#">6.2</a>	<a href="#">W3C</a>			
6	7.1 Until user agents allow users to control flickering, avoid causing the screen to flicker.	<a href="#">7.1</a>	<a href="#">W3C</a>			
7	14.1 Use the clearest and simplest language appropriate for a site's content.	<a href="#">14.1</a>	<a href="#">W3C</a>			
8	Active Server Pages and Front Page Extensions: the NPS does not support Active Server Pages (.asp) and Front Page Extensions for security reasons. If your site requires dynamic content, use ColdFusion, standard JavaScript or server-side includes (*.shtml) to achieve it. Please contact the I&M web coordinator for further information.	<a href="#">NPS</a>	<a href="#">NPS</a>			
9	META Tags: Where possible, please maintain META tags in your HTML HEAD section. META tags should be updated as the page content evolves. Reference associated link for META tag examples	<a href="#">NPS</a>	<a href="#">NPS</a>			
10	Intercepts: NPS web regulations require intercepts when linking to an external (non-NPS) site. This is any site whose server name does not end in 'nps.gov'. These intercepts come in two flavors: partner vs. general. Reference adjacent Link for examples.	<a href="#">NPS</a>	<a href="#">NPS</a>			

11	File and Folder Naming: Do not use spaces or '.' in file or folder names. Aside from being bad practice, many webrowsers will not recognize them and your content links will appear broken.	<a href="#">NPS</a>	<a href="#">NPS</a>			
12	ADA Section 508 Compliance -- Text-only: As long as all content is accessible via keyboard shortcuts, speech synthesis or text-only browsing, explicit text-only pages are NOT required. Test what your pages look like in a text-only browser.	<a href="#">Text-only Browser</a>	<a href="#">NPS</a>			
13	ADA Section 508 Compliance -- Graphics: ALT elements must be used for all images containing actual information. Use common-sense content for ALT tags that accurately describes the information contained in the image. Spacer images <b>DO NOT</b> need ALT tags since these interfere with smooth voice synthesis. Image-maps for navigation must be accessible via keyboard shortcuts. (See Checklist No. 1, above for general guidelines)	<a href="#">NPS</a>	<a href="#">NPS</a>			
14	ADA Section 508 Compliance -- Data Tables: To allow adequate rendering by speech synthesizers, use table headers and column and row 'label elements'. Tables used to control layout DO NOT need these elements. For an example of these elements, visit the Climate Inventory page and view the source.	<a href="#">Climate Inventory</a>	<a href="#">NPS</a>			
15	4.2 Define each abbreviation or acronym in a document where it first occurs.	<a href="#">4.2</a>	<a href="#">W3C</a>			
16	9.5 Provide keyboard shortcuts to important links (NPS requires that page be capable of keyboard-only navigation, i.e., not mouse dependent), including those in client-side image maps, form controls, and groups of form controls.	<a href="#">9.5</a>	<a href="#">W3C</a>			
17	Subject page to automated Section 508 compliance evaluation (eg., Bobbie), and attach report.	<a href="#">Bobby</a>	NETN			
<b>Image Maps</b>						
18	1.2 Provide redundant text links for each active region of a server-side image map.	<a href="#">1.2</a>	<a href="#">W3C</a>			
19	9.1 Provide client-side image maps instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	<a href="#">9.1</a>	<a href="#">W3C</a>			
<b>Tables</b>						
20	5.1 For data tables, identify row and column headers.	<a href="#">5.1</a>	<a href="#">W3C</a>			
21	5.2 For data tables that have two or more logical levels of row or column headers, use markup to associate data cells and header cells.	<a href="#">5.2</a>	<a href="#">W3C</a>			
<b>Frames</b>						
22	12.1 Title each frame to facilitate frame identification and navigation.	<a href="#">12.1</a>	<a href="#">W3C</a>			
<b>Scripts</b>						
23	6.3 Ensure that pages are usable when scripts, applets, or other programmatic objects are turned off or not supported. If this is not possible, provide equivalent information on an alternative accessible page.	<a href="#">6.3</a>	<a href="#">W3C</a>			
<b>MultiMedia</b>						
24	1.3 Until user agents can automatically read aloud the text equivalent of a visual track, provide an auditory description of the important information of the visual track of a multimedia presentation.	<a href="#">1.3</a>	<a href="#">W3C</a>			

25	1.4 For any time-based multimedia presentation (e.g., a movie or animation), synchronize equivalent alternatives (e.g., captions or auditory descriptions of the visual track) with the presentation.	<a href="#">1.4</a>	<a href="#">W3C</a>			
<b>Miscellaneous</b>						
26	11.4 If, after best efforts, you cannot create an accessible page, provide a link to an alternative page that uses W3C technologies, is accessible, has equivalent information (or functionality), and is updated as often as the inaccessible (original) page.	<a href="#">11.4</a>	<a href="#">W3C</a>			
<b>Priority 2 (Strongly Encouraged, but not Mandatory)</b>						
<b>General</b>						
27	2.2 Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on a black and white screen. [Priority 2 for images, Priority 3 for text].	<a href="#">2.2</a>	<a href="#">W3C</a>			
28	3.1 When an appropriate markup language exists, use markup rather than images to convey information.	<a href="#">3.1</a>	<a href="#">W3C</a>			
29	3.2 Create documents that comply with published grammatical standards.	<a href="#">3.2</a>	<a href="#">W3C</a>			
30	3.3 Use style sheets to control layout and presentation.	<a href="#">3.3</a>	<a href="#">W3C</a>			
31	3.4 Use relative rather than absolute units in markup language attribute values and style sheet property values.	<a href="#">3.4</a>	<a href="#">W3C</a>			
32	3.5 Use header elements to convey document structure and use them according to specification.	<a href="#">3.5</a>	<a href="#">W3C</a>			
33	3.6 Mark up lists and list items properly.	<a href="#">3.6</a>	<a href="#">W3C</a>			
34	3.7 Mark up quotations. Do not use quotation markup for formatting effects such as indentation.	<a href="#">3.7</a>	<a href="#">W3C</a>			
35	6.5 Ensure that dynamic content is accessible or provide an alternative presentation or page.	<a href="#">6.5</a>	<a href="#">W3C</a>			
36	7.2 Until user agents allow users to control blinking, avoid causing content to blink (i.e., change presentation at a regular rate, such as turning on and off).	<a href="#">7.2</a>	<a href="#">W3C</a>			
37	7.4 Until user agents provide the ability to stop the refresh, do not create periodically auto-refreshing pages.	<a href="#">7.4</a>	<a href="#">W3C</a>			
38	7.5 Until user agents provide the ability to stop auto-redirect, do not use markup to redirect pages automatically. Instead, configure the server to perform redirects.	<a href="#">7.5</a>	<a href="#">W3C</a>			
39	10.1 Until user agents allow users to turn off spawned windows, do not cause pop-ups or other windows to appear and do not change the current window without informing the user.	<a href="#">10.1</a>	<a href="#">W3C</a>			
40	11.1 Use W3C standards when they are available and appropriate for a task and use the latest versions when supported.	<a href="#">11.1</a>	<a href="#">W3C</a>			
41	11.2 Avoid using features identified by W3C as deprecated.	<a href="#">11.2</a>	<a href="#">W3C</a>			
42	12.3 Divide large blocks of information into more manageable groups where natural and appropriate.	<a href="#">12.3</a>	<a href="#">W3C</a>			
43	13.1 Clearly identify the target of each link.	<a href="#">13.1</a>	<a href="#">W3C</a>			

44	13.2 Provide metadata to add semantic information to pages and sites.	<a href="#">13.2</a>	<a href="#">W3C</a>			
45	13.3 Provide information about the general layout of a site (e.g., a site map or table of contents).	<a href="#">13.3</a>	<a href="#">W3C</a>			
46	13.4 Use navigation mechanisms in a consistent manner.	<a href="#">13.4</a>	<a href="#">W3C</a>			
<b>Tables</b>						
47	5.3 Do not use tables for layout unless the table makes sense when linearized. Otherwise, if the table does not make sense, provide an alternative equivalent (which may be a linearized version).	<a href="#">5.3</a>	<a href="#">W3C</a>			
48	5.4 If a table is used for layout, do not use any structural markup for the purpose of visual formatting.	<a href="#">5.4</a>	<a href="#">W3C</a>			
<b>Frames</b>						
49	12.2 Describe the purpose of frames and how frames relate to each other if it is not obvious by frame titles alone.	<a href="#">12.2</a>	<a href="#">W3C</a>			
<b>Forms</b>						
50	10.2 Until user agents support explicit associations between labels and form controls, for all form controls with implicitly associated labels, ensure that the label is properly positioned.	<a href="#">10.2</a>	<a href="#">W3C</a>			
51	12.4 Associate labels explicitly with their controls.	<a href="#">12.4</a>	<a href="#">W3C</a>			
<b>Applets and Scripts</b>						
52	6.4 For scripts and applets, ensure that event handlers are input device-independent.	<a href="#">6.4</a>	<a href="#">W3C</a>			
53	7.3 Until user agents allow users to freeze moving content, avoid movement in pages.	<a href="#">7.3</a>	<a href="#">W3C</a>			
54	8.1 Make programmatic elements such as scripts and applets directly accessible or compatible with assistive technologies [Priority 1 if functionality is important and not presented elsewhere, otherwise Priority 2.]	<a href="#">8.1</a>	<a href="#">W3C</a>			
55	9.2 Ensure that any element that has its own interface can be operated in a device-independent manner.	<a href="#">9.2</a>	<a href="#">W3C</a>			
56	9.3 For scripts, specify logical event handlers rather than device-dependent event handlers.	<a href="#">9.3</a>	<a href="#">W3C</a>			
<b>Priority 3 (Desirable, but not required)</b>						
<b>General</b>						
57	4.3 Identify the primary natural language of a document.	<a href="#">4.3</a>	<a href="#">W3C</a>			
58	9.4 Create a logical tab order through links, form controls, and objects.	<a href="#">9.4</a>	<a href="#">W3C</a>			
59	10.5 Until user agents (including assistive technologies) render adjacent links distinctly, include non-link, printable characters (surrounded by spaces) between adjacent links.	<a href="#">10.5</a>	<a href="#">W3C</a>			
60	11.3 Provide information so that users may receive documents according to their preferences (e.g. language, content type, etc.)	<a href="#">11.3</a>	<a href="#">W3C</a>			
61	13.5 Provide navigation bars to highlight and give access to the navigation mechanism.	<a href="#">13.5</a>	<a href="#">W3C</a>			
62	13.6 Group related links, identify the group (for user agents), and, until user agents do so, provide a way to bypass the group.	<a href="#">13.6</a>	<a href="#">W3C</a>			

63	13.7 If search functions are provided, enable different types of searches for different skill levels and preferences.	<a href="#">13.7</a>	<a href="#">W3C</a>			
64	13.8 Place distinguishing information at the beginning of headings, paragraphs, lists, etc.	<a href="#">13.8</a>	<a href="#">W3C</a>			
65	13.9 Provide information about document collections (i.e., documents comprising multiple pages.).	<a href="#">13.9</a>	<a href="#">W3C</a>			
66	13.10 Provide a means to skip over multi-line ASCII art.	<a href="#">13.1</a>	<a href="#">W3C</a>			
67	14.2 Supplement text with graphic or auditory presentations where they will facilitate comprehension of the page.	<a href="#">14.2</a>	<a href="#">W3C</a>			
68	14.3 Create a style of presentation that is consistent across pages.	<a href="#">14.3</a>	<a href="#">W3C</a>			
<b>Image Maps</b>						
69	1.5 Until user agents render text equivalents for client-side image map links, provide redundant text links for each active region of a client-side image map.	<a href="#">1.5</a>	<a href="#">W3C</a>			
<b>Tables</b>						
70	5.5 Provide summaries for tables.	<a href="#">5.5</a>	<a href="#">W3C</a>			
71	5.6 Provide abbreviations for header labels.	<a href="#">5.6</a>	<a href="#">W3C</a>			
72	10.3 Until user agents (including assistive technologies) render side-by-side text correctly, provide a linear text alternative (on the current page or some other) for all tables that lay out text in parallel, word-wrapped columns.	<a href="#">10.3</a>	<a href="#">W3C</a>			
<b>Forms</b>						
73	10.4 Until user agents handle empty controls correctly, include default, place-holding characters in edit boxes and text areas.	<a href="#">10.4</a>	<a href="#">W3C</a>			
<b>Certification</b>						

Key to Compliance Certification: YES = Page has been checked and complies with specific Checklist Item; No = Page has been checked, but DOES NOT comply with specific Checklist Item; N/A = Page does not make use of technology identified in Checklist Item. For utilized technologies that do not comply with stated requirements, provide an explanation.

Notes:

Certification:

I have reviewed the above identified page(s) and certify that I have evaluated it/them with respect to each of the items listed above. For any elements that are being utilized on the/these pages that do not conform with the specific elements, I have provided a brief explanation or justification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date